

POLICY FOR 2020 SUMMER STAY & PLAY DAYS

STUDENT REQUIREMENTS

- All students must be between the ages of 3-7 years old.
- Every student must be potty trained.
- Children must be able to function independently within a group setting; Mrs. Wenger is not equipped to serve children with special needs.
- **PLEASE WEAR:** clothes that can get wet and be exposed to washable art supplies.
- **PLEASE BRING:** a beach towel inside a clearly labeled backpack.

PAYMENT

- **For planning purposes and to reserve a student's spot, payment must be received no later than 7 days prior to the S.S.P.D. event. No child may attend if payment has not been made.**
- Payment reserves a spot for each child that cannot be resold and goes toward supplies & preparations. It also provides a small stipend for any class assistant. Therefore, refunds will not be issued for early dismissals, cancellations or no-shows.
- Those parents using PayPal on the website will be charged an added convenience fee to cover PayPal's automatic transaction cost. Those who wish to avoid this extra fee can pay by check or cash.
- A \$25 fee will be charged to cover any bank fees for returned checks.
- If less than 4 students enroll in a S.S.P.D., it will be cancelled. Cancellations will be made no later than 2 days prior to the scheduled event and refunds will be issued.

PARENT COMMUNICATION

- Communication about Summer Stay & Play Days (S.S.P.D.) will be made via group emails.
- **Mrs. Wenger is unavailable to take phone calls, text messages or emails during set up for the S.S.P.D. or while holding the program. Questions should be asked BEFORE the morning a child is due to arrive.**
- Program cancellations are rare but not impossible. Should an event transpire to cause cancellation (i.e. loss of electricity, sickness, etc.), texts and emails will be sent ASAP and refunds will be issued.

ARRIVAL...9:15 - 9:30AM AT FRONT DOOR, WEST MAPLE AVE

- At 9:15am, a sign will be posted on the front door on West Maple Avenue to enter. Early students should remain in their vehicles until then. Please do not knock or ring the doorbell; students may enter only when the sign has been posted.
- The door will close at 9:30am and no students will be admitted after that point.
- **LEAVE AT HOME:** food, drink, toys, jewelry (including watches). These items will not be permitted inside.
- Any class which has 6 or more students enrolled will be aided by a class assistant.

AT THE PROGRAM

- In case of medical emergency, parents agree to release Mrs. Wenger from liability and to accept responsibility for any related expenses.
- Students with special dietary restrictions may be required to bring their own snack. Provided snack may include any of the following foods: popcorn, cheezits, pretzels, animal crackers, vanilla wafers, goldfish crackers, fruit, yogurt, cheese.
- Photos or videos may be taken of students and used for Maple Avenue Music promotional materials unless a parent expresses an objection in writing prior to the S.S.P.D. attended by their child.
- Mrs. Wenger's children may be present at any of the S.S.P.D. and will always be supervised in student interactions.
- Students may be dismissed from the program without refund for any of the following reasons: theft or destruction of property, disrespectful or uncooperative attitude, or parents' refusal to follow program policy.

DISMISSAL... 12:00PM AT SIDE DOOR, GOODWILL ST

- Dismissal will be done at the side porch on Goodwill Street at 11:45am.
- **Parents should plan to return a few minutes early so that dismissal can be immediate; Mrs. Wenger is not responsible for any child past 12:00pm.**
- Only adults on the Approved Pick Up Person List may take a student home. Whomever picks up the student may be asked to show their driver's license as identification if Mrs. Wenger is unfamiliar with the family.